



South Carolina Commission on Higher Education

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POSITION VACANCY ANNOUNCEMENT SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION DIRECTOR OF ACADEMIC AFFAIRS

The South Carolina Commission on Higher Education (CHE) seeks a strong scholar-administrator to lead the agency's Division of Academic Affairs. The position is available immediately, and the search committee hopes to identify finalists by early August.

JOB RESPONSIBILITIES: The Director of Academic Affairs provides leadership of the Commission's programs and initiatives to support and promote academic excellence in South Carolina's higher education enterprise. Working directly with the state's 33 public colleges and universities and collaboratively with the state's independent institutions, the Director seeks to advance the academic goals and policies of the Commission.

The Director of Academic Affairs reports directly to the CHE Executive Director and works in consultation and collaboration with other division directors, institutional representatives, K-12 agencies, and other stakeholders to design and implement agency and division work plans in achieving agency goals and objectives and to develop or interpret policies, processes, or procedures.

The Director of Academic Affairs supervises a staff of approximately ten and provides leadership, guidance, and supervision of the division's activities. Key responsibilities currently include:

- Managing the review and analysis process for approval of new academic programs and program modifications, coordinating and recommending evaluation of existing programs, evaluating for approval institutional mission statements, and reporting on freshmen entering admissions standards.
- Supervising and coordinating staff activities in the management of 1) the federal Improving Teacher Quality (ITQ) competitive grants program, 2) Education Improvement Act (EIA) Centers of Excellence grants, 3) SmartState® (SC Centers of Economic Excellence) program, 4) high school to college course alignment and transfer/articulation projects, 5) state licensing regulations and requirements for nonpublic postsecondary institutions, and 6) other state and federal programs, as applicable.
- Coordinating with the State Department of Education on curriculum alignment and other pertinent issues such as determining statewide policies for minimum college entrance requirements and defining minimum academic expectations for prospective postsecondary students.
- Coordinating and supervising activities with the Southern Regional Education Board (SREB), including management of the Contracts for Services programs in optometry and veterinary

medicine, student participation in and certification for Academic Common Market programs, and staff participation in SREB task forces.

- Overseeing and recommending special studies, initiatives, and grant opportunities.
- Performing other duties as assigned by the Executive Director including chairing of special task forces; serving on external boards, panels, organizations, and advisory committees; and representing the Agency at meetings and functions as necessary.

MINIMUM REQUIREMENTS: An earned doctorate in an academic discipline from an accredited U.S. institution (or foreign equivalent) plus five years of educational administrative experience, or the equivalent combination of education, training, and experience.

PREFERRED QUALIFICATIONS: CHE especially seeks candidates who can demonstrate one or more of the following:

- professional experience with a state system or coordinating council for higher education;
- administrative and/or teaching experience at a college or university;
- experience in postsecondary education planning, evaluation, research, data management and/or related fields;
- knowledge of and experience with postsecondary and related State and Federal education acts, regulations, programs, and issues.
- familiarity with planning processes, assessment methodologies, and operations of post-secondary education;
- ability to conduct complex analyses, draw appropriate conclusions, and develop suitable action plans;
- ability to develop effective written communications and make oral presentations;
- ability to establish and meet deadlines;
- ability to establish and maintain effective working relationships with higher education representatives and others; and
- ability to evaluate and manage budgets and grant programs.

APPLICATION PROCEDURE: Qualified applicants may apply online by attaching a cover letter and resume to the State of SC Employment Application (www.jobs.sc.gov). Applications along with a cover letter and resume may also be mailed to: Prof. Robert Sheehan, Search Committee Chair, c/o SC Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, or emailed to: AADirectorSearch@che.sc.gov. The position will remain open until filled. Applications received by July 1, 2013, will receive priority consideration.

ABOUT CHE: The Commission on Higher Education serves as the state's coordinating board for South Carolina's thirty-three public institutions of higher learning. Its mission is to promote quality and efficiency in the state system of higher education with the goal of fostering economic growth and human development in South Carolina. Each year, nearly 250,000 students are served by the state's higher education enterprise. For additional information, please visit the agency's web site, www.che.sc.gov.